

C.I.G. Administrative Instructions

Approved for Release 2001/08/02 : CIA-RDP81-00728R000100010032-5



1 of 1

RESTRICTED

CFB
file

STATINTL

RESTRICTED
CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

25 May 1949

SUBJECT: Efficiency Reports on Military Officers.

1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the applicable regulations of the appropriate military service in each case where the assignment status permits.

2. Those cases where the immediate superior of the officer concerned is not a commissioned officer of the National Military Establishment will be handled as indicated below:

a. The senior officer of the military service concerned on duty with a CIA Office or Staff Section will prepare efficiency reports on junior officers of his service assigned to the same Office or Staff Section, obtaining the necessary basis for such reports from the immediate superior of the officer reported on and the Assistant Director or Staff Chief.

b. If no senior officer of the same service as the officer report on is assigned to the Office or Staff Section concerned, efficiency reports will be prepared by the senior officer of the National Military Establishment assigned to such Office or Staff Section, obtaining the necessary basis in the manner indicated in "a" above.

c. If no senior officer of the National Military Establishment is available and eligible, efficiency reports will be prepared by the CIA Executive or the Director.

3. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel of submission of efficiency reports to the appropriate service of the National Military Establishment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN
Executive

DISTRIBUTION: A.

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INSTRUCTIONS: Officer designations (see separate sheet) should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

ACCESSION NO.

DATE RECEIVED IN S. A.

ROOM NO.

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS *W*

COMMENTS

Assumptions:

Assump:
a) If employee is vouchered
funds, personnel will
get telephone clearance
from CFB

5) If Conf The employee
will personally bring
clearance to CFB for
final clearance from

(In other words C & B clearance will not previously have been obtained by phone)

Questions

a) Should we keep log of all telephone clearances ~~your name~~ or non clearance. Name, date cleared or not cleared?

4) Should clearances be attempted at times of call or on a call back basis?

Re (a) Think Fiscal should
(b) keep log on call back basis

On Terminations I believe we should require presence in CFB 11/83

NO. 51-10
46

SECRET

clearance. Otherwise we miss chances to check.
 P.H. 600 refunds & a. Also on termination man
 usually wants to claim refund of retirement,
 ask questions re. Form W-2 etc. which
 are easier to answer in conversation than
 by future written correspondence.

I fail to see wherein procedure
 requiring physical presence of employee in
 CFB at time of clearance is burdensome.
 Telephone clearance is not best possible
 security, is likely to be treated casually
 at both ends of the line, and does not
 "pin" responsibility for clearance. The latter
 is, I believe desirable in view of some of
 our unfortunate SSV experience.

I believe even telephone clearance on vouchered funds employees is
 better than what we have had in the past since we normally never saw
 in head of vouchered operations transfers etc. The only effect this
 Admin instruction has over already existing procedure is that we
 get a verbal crack at vouchered funds clearances. I suggest next
 protection to us is to have accty div. promptly informed of any persons
 known to have things to settle with CFB. [redacted] observations
 re Ph-600, retirement, W-2 etc. certainly not applicable to vouchered
 funds employees. Employees on unvouchered funds payroll will
 continued to come to CFB personally for clearance and I still
 do not see how accty section can be aware of items mentioned by
 [redacted] unless we are previously informed not to clear
 personnel because of certain unexplained items, exceptions or debts etc.
 Re (a) of [redacted] questions - we do not at present maintain log since
 it is felt that burden not worth advantages. North Hq. personnel
 does maintain record of calls to me. Re (b) we have found that
 little time is spent in checking for clearances so reply is given at
 time of call. However I would like to discuss clearances provided
 with interested parties to see if we in accty are not taking all
 necessary precautions. [redacted]

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

1 July 1949

SUBJECT: Efficiency Reports on Military Officers.

STATINTL

RESCISSON: Administrative Instruction [REDACTED], dated 25 May 1949,
subject: Efficiency Reports on Military Officers.

1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the applicable regulations of the appropriate military service in each case where the assignment status permits.
2. Those cases where the immediate and/or next immediate superior of the officer concerned are not commissioned officers of the National Military Establishment will be handled as indicated below:
 - a. The Director will prepare and sign as rating officer efficiency reports on Assistant Directors who are members of the Armed Services.
 - b. The senior officer of the military service concerned on duty with a CIA Office or Staff Section will prepare and sign as rating officer efficiency reports on junior officers of his service assigned to the same Office or Staff Section, obtaining the necessary basis for such reports from the immediate superior of the officer reported on and the Assistant Director or Staff Chief.
 - c. If no senior officer of the same service as the officer reported on is assigned to the Office or Staff Section concerned, efficiency reports will be prepared and signed as rating officer, by the senior officer of the armed services assigned to such Office or Staff Section, obtaining the necessary basis in the manner indicated in "b" above.
 - d. If no senior officer of the Armed Services is available and eligible, efficiency reports will be prepared and signed as rating officer, by the CIA Executive, obtaining the necessary basis in the manner indicated in "b" above.
 - e. Efficiency reports prepared as indicated in "b" and "c" above will be forwarded through the Executive, who will take action and sign as reviewing officer. However, he may refer any such report to the Director for action as reviewing officer if deemed desirable.

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f. Efficiency reports prepared and signed by the Executive will be forwarded through the Director who will take action and sign as reviewing officer.

3. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel of submission of efficiency reports to the appropriate service of the National Military Establishment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Captain, USN
Executive

DISTRIBUTION: A.

BUDGET OFFICE

1949 JUL 5 AM 11 37

1949 JUL 06 10 39

RECEIVED
SPECIAL FUNDS BRANCH

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Unrecorded

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

25 May 1949

SUBJECT: Efficiency Reports on Military Officers.

1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the applicable regulations of the appropriate military service in each case where the assignment status permits.
2. Those cases where the immediate superior of the officer concerned is not a commissioned officer of the National Military Establishment will be handled as indicated below:
 - a. The senior officer of the military service concerned on duty with a CIA Office or Staff Section will prepare efficiency reports on junior officers of his service assigned to the same Office or Staff Section, obtaining the necessary basis for such reports from the immediate superior of the officer reported on and the Assistant Director or Staff Chief.
 - b. If no senior officer of the same service as the officer reported on is assigned to the Office or Staff Section concerned, efficiency reports will be prepared by the senior officer of the National Military Establishment assigned to such Office or Staff Section, obtaining the necessary basis in the manner indicated in "a" above.
 - c. If no senior officer of the National Military Establishment is available and eligible, efficiency reports will be prepared by the CIA Executive or the Director.
3. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel of submission of efficiency reports to the appropriate service of the National Military Establishment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN
Executive

DISTRIBUTION: A.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

1 July 1949

STATINTL

SUBJECT: Efficiency Reports on Military Officers.

RESCISSION: Administrative Instruction [REDACTED] dated 25 May 1949,
subject: Efficiency Reports on Military Officers.

STATINTL

1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the applicable regulations of the appropriate military service in each case where the assignment status permits.

2. Those cases where the immediate and/or next immediate superior of the officer concerned are not commissioned officers of the National Military Establishment will be handled as indicated below:

a. The Director will prepare and sign as rating officer efficiency reports on Assistant Directors who are members of the Armed Services.

b. The senior officer of the military service concerned on duty with a CIA Office or Staff Section will prepare and sign as rating officer efficiency reports on junior officers of his service assigned to the same Office or Staff Section, obtaining the necessary basis for such reports from the immediate superior of the officer reported on and the Assistant Director or Staff Chief.

c. If no senior officer of the same service as the officer reported on is assigned to the Office or Staff Section concerned, efficiency reports will be prepared and signed as rating officer, by the senior officer of the armed services assigned to such Office or Staff Section, obtaining the necessary basis in the manner indicated in "b" above.

d. If no senior officer of the Armed Services is available and eligible, efficiency reports will be prepared and signed as rating officer, by the CIA Executive, obtaining the necessary basis in the manner indicated in "b" above.

e. Efficiency reports prepared as indicated in "b" and "c" above will be forwarded through the Executive, who will take action and sign as reviewing officer. However, he may refer any such report to the Director for action as reviewing officer if deemed desirable.

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2. Efficiency reports prepared and signed by the Executive will be forwarded through the Director who will take action and sign as reviewing officer.

3. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel of submission of efficiency reports to the appropriate service of the National Military Establishment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN
Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

27 September 1950

SUBJECT: Efficiency Reports on Military Officers.

RESCISSION: Administrative Instruction [REDACTED] dated 1 July 1949.

1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the policy established by the Personnel Policy Board, Office of the Secretary of Defense, on 9 August 1950.

2. The immediate supervisor of a military officer will accomplish efficiency reports at such times as may be required by the parent service of the officer concerned.

3. The following governs the type of efficiency reports to be submitted by the immediate supervisor:

a. Where the immediate supervisor of such officer is a military officer of the same service, the evaluation will be accomplished on the form of, and in the manner prescribed by, the service of the rated officer.

b. Where there is no immediate military supervisor of the same service, the immediate civilian supervisor or the military supervisor of another service will evaluate the rated officer's manner of performance of his assigned duties in letter form. Such report will be attached to the regular service evaluation report which will have the administrative information portion completed.

c. Where indorsements normally are required by a parent service, they will be accomplished by the supervisor of the rater.

d. When an evaluation, whether by a military or civilian supervisor, contains an adverse statement, the procedure to be followed should be in full conformance with the existing regulations of the parent service of the evaluated officer.

4. In the preparation of letter type reports, the rating officer will include any information which will furnish a fair and complete picture of the officer being reported on. In addition, the following should be included, where applicable:

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- a. Degree to which the officer reported on exercises judgment in economical management of personnel and resources under his supervision, commensurate with his responsibilities.
 - b. Degree of acceptance of responsibility toward the control, supervision, direction, and instruction of subordinates, and the degree to which he exacts conformance to standards of conduct and discipline expected of an officer of his service.
 - c. Compliance with officers' code of conduct with respect to such factors as financial responsibility, trustworthiness, moral character, or any other factor where the officer being reported on has failed to live up to the standard.
 - d. Outstanding characteristics which would be useful for future assignment purposes and would affect the performance of duty as an officer in such capacities as attache, staff duty, liaison duty, etc.
 - e. Growth potential - officer's capacity to assume more important positions, greater responsibilities, efforts toward self-improvement, or any other factor pertinent to a true evaluation of the officer's development potential.
5. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel of submission of efficiency reports to the appropriate service of the Department of Defense.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Acting Executive

DISTRIBUTION: No. 2

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UNCLASSIFIED		RESTRICT		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO		INITIALS	DATE				
1	Acting Executive	<i>St/Log</i>	<i>27 Sep</i>				
2	<i>Management Officer</i>						
3							
4							
5							
FROM		INITIALS	DATE				
1	Management Officer	<i>JRK</i>	<i>27 Sep</i>				
2							
3							

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: *According to Mr. Kelly
you wanted this to go out
now -?*

*Not classified other than Res. Dir.
+ personal staff Dir.*

SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED

FORM NO. 30-4
SEP 1947

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

RESC 1111: EFFICIENCY REPORTS ON MILITARY OFFICERS

dated July 1949

1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the policy established by the Personnel Policy Board, Office of the Secretary of Defense on 9 August 1950.

2. The immediate supervisor of a military officer will accomplish efficiency reports at such times as may be required by the parent service of the officer concerned.

3. The following governs the type of efficiency reports to be submitted by the immediate supervisor:

A. Where the immediate supervisor of such officer is a military officer of the same service, the evaluation will be accomplished on the form of, and in the manner prescribed by, the service of the rated officer.

B. Where there is no immediate military supervisor of the same service, the immediate civilian supervisor or the military supervisor of another service will evaluate the rated officer's manner of performance of his assigned duties in letter form. Such report will be attached to the regular service evaluation report which will have the administrative information portion completed.

C. Where indorsements normally are required by a parent service, they will be accomplished by the supervisor of the rater.

D. When an evaluation, whether by a military or civilian supervisor, contains an adverse statement, the procedure to be followed should be in full conformance with the existing regulations of the parent service of the evaluated officer.

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4. In the preparation of letter type reports, the rating officer will include any information which will furnish a fair and complete picture of the officer being reported on. In addition, the following should be included, where applicable:

A. Degree to which the officer reported on exercises judgment in economical management of personnel and resources under his supervision, commensurate with his responsibilities.

B. Degree of acceptance of responsibility toward the control, supervision, direction, and instruction of subordinates and the degree to which he exacts conformance to standards of conduct and discipline expected of an officer of his service.

C. Compliance with officers' code of conduct with respect to such factors as financial responsibility, trustworthiness, moral character, or any other factor where the officer being reported on has failed to live up to the standard.

D. Outstanding characteristics which would be useful for future assignment purposes and would affect the performance of duty as an officer in such capacities as attache, staff duty, liaison duty, etc.

E. Growth potential - officer's capacity to assume more important positions, greater responsibilities, efforts toward self-improvement, or any other factor pertinent to a true evaluation of the officer's development potential.

5. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel

of submission of efficiency reports to the appropriate service of the
Department of Defense
(National Military Establishment)

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

STATINTL

SUBJECT: Efficiency Reports on Military Officers

STATINTL

Revisions: ? AI [REDACTED]

dtd 25 May 49.

1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the applicable regulations of the appropriate military service in each case where the assignment status permits.

2. Those cases where the immediate ^{and/or next immediate} superior of the officer concerned ^{are} ~~is~~ not ~~x~~ commissioned officers of the National Military Establishment will be handled as indicated below:

a. The Director will prepare and sign as rating officer efficiency reports on Assistant Directors who are members of the ~~armed~~ ^{Armed} Services.

b. The senior officer of the military service concerned on duty with a CIA Office or Staff Section ^{will} ~~and~~ prepare and sign as rating officer efficiency reports on junior officers of his service assigned to the same Office or Staff Section, obtaining the necessary basis for such reports from the immediate superior of the officer reported on and the Assistant Director or Staff Chief.

c. If no senior officer of the same service as the officer reported on is assigned to the Office or Staff Section concerned, efficiency reports will be prepared and signed as rating officer, by the senior officer of the armed services assigned to such Office or Staff Section, obtaining the necessary basis in the manner indicated in "b" above.

d. If no senior officer of the armed services is available and eligible, efficiency reports will be prepared and signed as rating officer,


by the CIA Executive, obtaining the necessary basis in the manner indicated in "b" above.

e. Efficiency reports prepared as indicated in "b" and "c" above will be forwarded through the Executive, who will take action and sign as reviewing officer. However, he may refer any such report to the Director for action as reviewing officer if deemed desirable.

f. Efficiency reports prepared and signed by the Executive will be forwarded through the Director who will take action and sign as reviewing officer.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Captain, USN
Executive

STATINTL

DISTRIBUTION: A.